

LIBRARY HOURS



Regular hours during the quarter

8:30 am - 10:45 pm Mon–Thurs

8:30 am - 6:45 pm Fri

10:30 am - 6:15 pm Sat

12:00 pm - 10:45 pm Sun

For special break week hours and holiday closures, please visit our web site:

www.evergreen.edu/library



Phone: 360-867-6580

The Evergreen State College Library
2700 Evergreen Parkway NW
Olympia, WA 98505-0002

POLICIES



DUE DATES:

Due to the nature of undergraduate research at Evergreen, we check out most of our materials for the entire quarter. If you desire an item which is checked out, place a hold online for our book and the item will be recalled. To get the book faster, we recommend you order it through SUMMIT.

RECALLS:

Recalls may be placed on any materials currently checked out until the end of the quarter. Items recalled will be due two weeks from the date of recall, and when returned the requester will be notified of its availability. If the item is not returned on time, the borrower will be fined a \$5 late fee.

FOOD AND DRINK:

We allow food and drink throughout our facility.

QUIET AREA:

We do not have traditional library policies regarding noise levels, in fact we encourage group study and discussion. We have designated one corner of the 3rd floor as a posted quiet area.



VIEW YOUR LIBRARY ACCOUNT ONLINE!

@ <http://cals.evergreen.edu/patroninfo>

Use this page to renew your books and check on the status of books you have requested.

The Evergreen State College



LIBRARY

**Resources for Students,
Staff, and Faculty**



Lib. Bldg 2300 Tel: 360-867-6580

WWW.EVERGREEN.EDU/LIBRARY

Library Collections



REFERENCE:

This non-circulating collection is located on the 2nd floor.

SOUND AND IMAGE:

On the 2nd floor, it's the place to go for CDs, LPs, DVDs, videos and foreign language reserve materials. Also the home of film viewing and audio transfer stations. Films check out for 1 week.

MAIN STACKS:

The main print collection is located on the 3rd floor. These items are arranged by the Library of Congress System, which aims to put like subjects near each other on the shelf. They check out for the entire academic quarter.

GOVERNMENT DOCUMENTS / MAPS:

Located on the 3rd floor, this collection contains many of the official publications of the federal government and our map collection. These items check out for the quarter.

PERIODICALS:

In this 3rd floor department, you will find the remaining physical collection of journals, in a variety of formats, for use in the Library. Most journals are now found on-line.

CURRICULUM ROOM:

This 3rd floor collection contains materials that support the Masters in Teaching Program. Items check out for the quarter.

ARCHIVES:

Located in the basement. Archives are the memory of the institution, including material of administrative, legal, or historical importance to the college. Archival materials may be viewed by appointment.

RARE BOOKS:

Located in the basement. The collection contains examples of a wide variety of books including handmade, small press, and fine printing techniques. Check the Library website for current hours.

Resources



SUMMIT:

Summit is the unified library catalog of universities in the Pacific Northwest. Students, staff and faculty may request materials from the Summit Catalog. Requested items will be sent to TESC in 3-5 business days. Most books borrowed from Summit check out for 21 days with one renewal. Most CDs, DVDs, and Videos check out for 3 days with one renewal. A \$15.00 charge will be assessed on very overdue (+20 days) Summit items.

INTERLIBRARY LOAN:

This service assists patrons in obtaining needed materials for their research not found in the Evergreen or SUMMIT catalogues. All borrowing requests are processed through ILLiad, a web based Interlibrary Loan system.

MEDIA VIEWING ROOMS:

We have two rooms on the 3rd floor for media viewing. They are equipped with cable television and VHS/DVD players. They may be reserved at the Circulation Desk for 2 hour blocks up to one week prior to the time reserved. Checkout requires ID.

AT LAB:

Located on the 2nd floor, this lab features numerous adaptive and assistive hardware/software technologies designed to accommodate people with mobility, learning, and sensory disabilities.

COURSE RESERVES:

Open reserve is located next to the stairs on the 2nd floor. Closed reserve items must be requested at the circulation desk. Most materials may only be used in the Library.

MULTIMEDIA STATIONS: These 2 work stations (1 PC, 1 Mac), located in the reference area, support media studies with scanners, Photoshop, and Dreamweaver.

Resources



COMPUTERS:

Desktop PCs are located throughout the Library. They provide access to the web, Library resources and word processing. No password is required to login.

NETWORK PRINTERS:

Are located on the 2nd and 3rd floors. There is no charge for printing.

LAPTOPS:

Available for a checkout at the Circulation Desk. Wireless laptops check out for 2 hours for in-library use only.

WIRELESS INTERNET ACCESS:

Nodes are located on all floors of the Library. No password is required to login.

PHOTO COPIERS:

There are several copiers available for your use. Copies are 10 cents per side.

STUDY ROOMS:

Located in the basement, these private study rooms check out to individuals or small groups for the quarter. Applications for study rooms will be accepted at the Circulation Desk through Thurs. of the first week of each quarter. Several other open study rooms are available on a first come first served basis.

LOCKERS:

Located on the 3rd floor. They may be checked out for the quarter. Pick up an application at the Circulation Desk.

BATHROOMS:

Are located on the 3rd floor and in the basement.

BIKE LOCKS:

Check out for 24 hrs from the Circulation Desk.